Optimizing the Travel Claim Workflow

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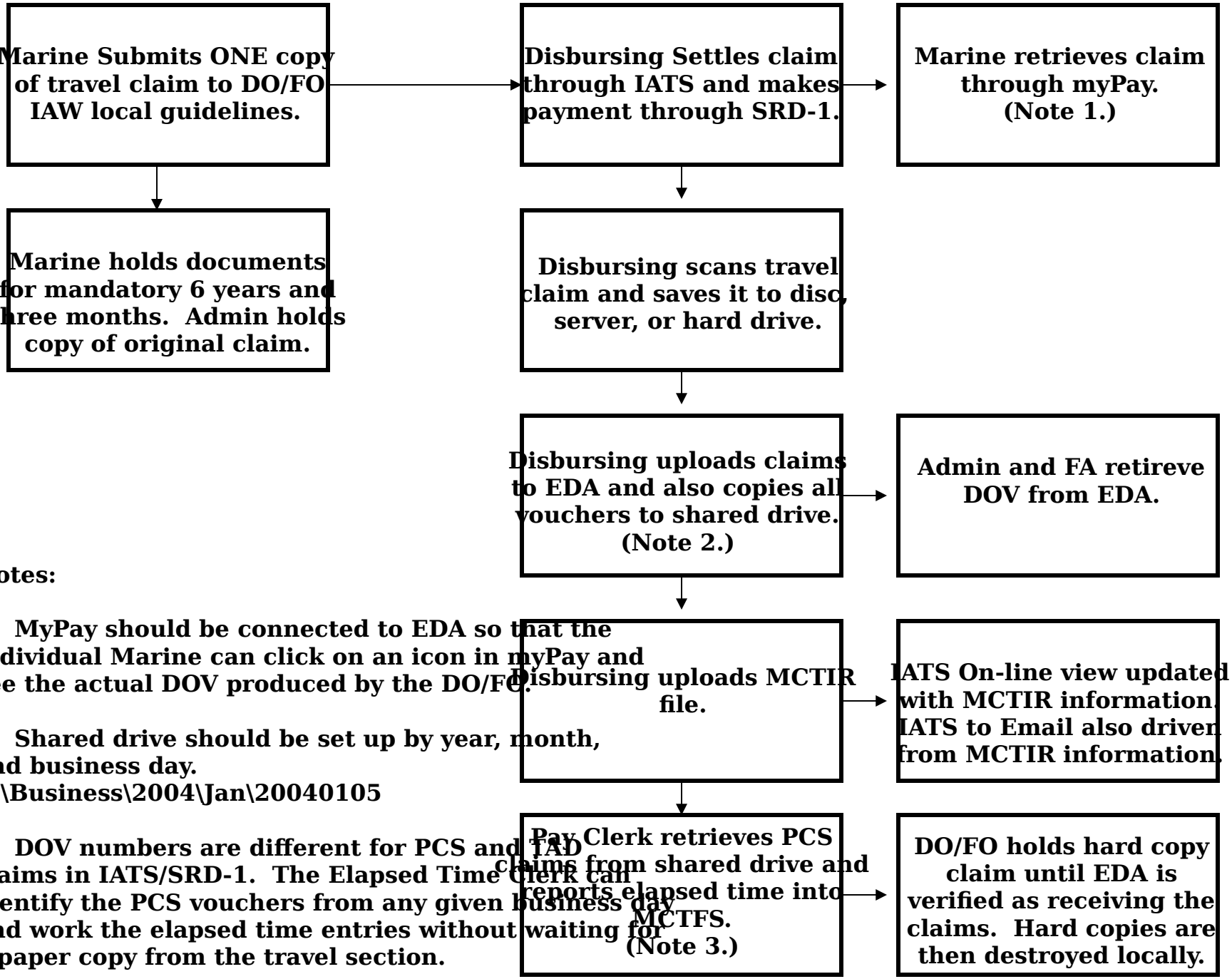
Marine Submits ONE copy of travel claim to DO/FO IAW local guidelines.
Disbursing Settles claim through IATS and makes payment through SRD-1.
Marine retrieves claim through myPay. (Note 1.)
Marine holds documents for mandatory 6 years and three months. Admin holds copy of original claim.
Disbursing scans travel claim and saves it to disc, server, or hard drive.
Disbursing uploads claims to EDA and also copies all vouchers to shared drive. (Note 2.)
Admin and FA retireve DOV from EDA.
Disbursing uploads MCTIR file.
IATS On-line view updated with MCTIR information. IATS to Email also driven from MCTIR information.
Pay Clerk retrieves PCS claims from shared drive and reports elapsed time into MCTFS. (Note 3.)
DO/FO holds hard copy claim until EDA is verified as receiving the claims. Hard copies are then destroyed locally.

Notes:

1. MyPay should be connected to EDA so that the individual Marine can click on an icon in myPay and see the actual DOV produced by the DO/FO.

2. Shared drive should be set up by year, month, and business day.
X:\Business\2004\Jan\20040105

3. DOV numbers are different for PCS and TAD claims in IATS/SRD-1. The Elapsed Time Clerk can identify the PCS vouchers from any given business day and work the elapsed time entries without waiting for a paper copy from the travel section.